

APPROPRIATIONS COMMITTEE

Meeting Minutes

For the Meeting Held On March 31, 2015

Meeting Time : 6:30 pm

Location : Council on Aging Conference Room – 328 N. Main St. East Longmeadow, MA

Meeting Posted On: **Day:** Wednesday **Date:** 3 / 18 / 2015
(48 hrs required)

Is Meeting Being Recorded by Digital Recorder: Yes X No _____
The Minutes of this Meeting are being taken by: Marge Larocca

Committee Members: (check if attended)

Eric Madison	✓	Russell Denver	✓	James Broderick	✓	James Walsh	✓
Dawn Starks	✓	Rocco Carabetta	✓	Sam Pizzanelli	✓	Sara Menard	✓

Attendees: Ralph Page, James Sheils, Marge Larocca

Did the Chair release any prior Executive Session Minutes?

Dates of Executive Session Released :

Yes		No	x
-----	--	----	---

TOPIC / MATTER #1

Review FY16 Budgets and Sources & Uses

Summary of Matter Discussed :

- The Chairman opened the meeting and spoke about the items to be covered during the meeting. He stated that there has been no additional information received from the building department. He added that the Board of Selectmen didn't send information regarding the Benefits Administrator, Building or any supplemental budgets.
- The Chairman stated that the Treasurer's budget was resubmitted with an overall 1% increase and gave a brief description of the changes, and the amount for Tax Title.
- The Town Accountant gave a description of the number of tax title properties and spoke about a reserve fund transfer request to bring tax title accounts up to date.
- A motion was made to approve a reserve fund transfer request from the Treasurer for \$3,000.00 contingent upon Board of Selectmen approval. The motion was seconded and all were in favor.
- The Town Accountant gave a description of the changes that were made in the FY16 Sources & Uses document. She stated that FY16 projections are based on the Governor's numbers, and currently project a \$21.36 tax rate. She followed with a description of the second and third pages.
- The Chairman spoke about funding levels for OPEB and Capital projects. He stated that the reserves are just under 6%.

Documents or Exhibits for this Matter:

- FY2016 Budget Request-Treasurer/Clerk/Collector; FY16 Sources & Uses.

Votes Taken Under this Matter :

- A motion was made to approve a reserve fund transfer request from the Treasurer for \$3,000.00 contingent upon Board of Selectmen approval. The motion was seconded and all were in favor.

TOPIC / MATTER #2

Capital Planning Projects Budget

Summary of Matter Discussed :

- Discussion began about the total budget for Capital Projects. Mr. Carabetta spoke about the last Capital Planning meeting and stated that the majority of the committee endorsed the Town Hall renovations. Discussion followed about the three year plan for the Town Hall renovations. It was decided to raise the Capital budget amount by \$124,000 to include the first year of the Town Hall renovations.
- A motion was made to raise and appropriate for FY16 Capital Projects: \$919,314.00 and take from Free Cash \$253,204.00 for a total of \$1,172,518.00. The motion was seconded. The vote was 6 in favor and 1 opposed.
- The Chairman stated that with the recent changes to the FY16 Sources & Uses the anticipated tax rate will be \$21.43 with an unused levy capacity of \$407,240.00.
- A motion was made to approve the entire (FY16) budget as presented and talked about, \$54,257,078 as presented. The motion was seconded. The vote was 6 in favor and 1 opposed.

Documents or Exhibits for this Matter:

- Town Hall Renovation FY16

Votes Taken Under this Matter :

- A motion was made to raise and appropriate for FY16 Capital Projects: \$919,314.00 and take from Free Cash \$253,204.00 for a total of \$1,172,518.00. The motion was seconded. The vote was 6 in favor and 1 opposed.
- A motion was made to approve the entire (FY16) budget as presented and talked about, \$54,257,078 as presented. The motion was seconded. The vote was 6 in favor and 1 opposed.

TOPIC / MATTER #3

Review Warrant Articles

Summary of Matter Discussed :

- The Committee began review of the Draft Town Meeting Warrant Articles to formulate recommendations.
- A motion was made to recommend Article #2 (*Report of the Appropriations*). The motion was seconded. The vote was 6 in favor and 1 opposed.
- A motion was made to recommend Article #3 (*Report of the Capital Planning Committee*). The motion was seconded. The vote was 6 in favor and 1 opposed.
- A motion was made to recommend Article #4, \$100,000 for Stabilization Fund. The motion was seconded and all were in favor.
- A motion was made to recommend Article #5, \$50,000 for OPEB Liability/Pension Reserve Fund. The motion was seconded and all were in favor.
- There was no recommendation made for Article #6 (*Dept. Transfers*) due to insufficient information.
- A motion was made to recommend Article #7 (*Prior Years bills*). The motion was seconded and all were in favor.
- There was no recommendation made for Article #8 (*Hwy Const/Reconstr-Chapter 90*), due to insufficient information.
- There was no recommendation made for Articles #9 (*Water Ent. Fund*) & #10 (*Sewer Ent. Fund*) due to insufficient information.
- A motion was made to transfer (\$10,000) from Free Cash for Article #11 (*Relist-*

recollect personal property data). The motion was seconded and all were in favor.

- There was no motion made for Draft Warrant Article #12 (*Town Hall renovations*).
- A motion was made to recommend Article #13 (*Turnback FY2014 ELCAT Capital Funds*). The motion was seconded and all were in favor.
- A motion was made to recommend Article #14 (*Turnback FY2013 ELCAT Capital Funds*). The motion was seconded and all were in favor.
- A motion was made to recommend Article #15 (*ELCAT Revolving Fund \$132,000*). The motion was seconded and all were in favor.
- A motion was made to recommend Article #16 (*Center School Revolving Fund \$5,000*). The motion was seconded and all were in favor.
- A motion was made to recommend Article #17 (*Solid Waste Revolving Fund \$50,000*). The motion was seconded and all were in favor.
- A motion was made to recommend Article #18 (*COA Revolving Fund \$50,000*). The motion was seconded and all were in favor.
- A motion was made to recommend Article #19 (*Library Revolving Fund \$15,000*). The motion was seconded and all were in favor.
- A motion was made to not recommend Article #20 (*4th of July Parade*). The motion was seconded and all were in favor.
- A motion was made to recommend Article #21 (*Comm. Pres. Fund annual revenue*). The motion was seconded and all were in favor.
- The Town Accountant gave a description of Article 22. A motion was made to recommend Article #22 (*Comm. Pres. Fund re-balancing*). The motion was seconded and all were in favor.
- A motion was made to recommend Article #23 (*Comm. Pres. Digital Records Preservation*). The motion was seconded and all were in favor.
- There was no recommendation for Article #24 (*Engineering Study-Fields @ Heritage*) due to insufficient information.
- Discussion began about Article #25 (*Changes to Elected Officials Healthcare*) Mr. Denver gave a description of the three options of the warrant article. Discussion followed. It was stated that Selectwoman Thorpe had asked the Committee for feedback on the options and for a recommendation. Mr. Carabetta stated that he would abstain from voting on this article as he has a personal interest in it. It was determined that more clarification is needed to make a recommendation.
- A motion was made to recommend Article #26 (*Adopt Meals Tax*). The motion was seconded. The vote was 5 in favor, 2 opposed.
- A motion was made to recommend Article #27 (*Proposed changes to Senior Work Off Program*). The motion was seconded and all were in favor.
- Discussion began about Article #28, a citizen's petition to freeze residential tax rates for citizens over 70. A motion was made to not recommend Article #28. The motion was seconded and all were in favor.

Documents or Exhibits for this Matter:

- Draft Town Meeting Warrant

Votes Taken Under this Matter :

- A motion was made to recommend Article #2 (*Report of the Appropriations*). The motion was seconded. The vote was 6 in favor and 1 opposed.
- A motion was made to recommend Article #3 (*Report of the Capital Planning Committee*). The motion was seconded. The vote was 6 in favor and 1 opposed.
- A motion was made to recommend Article #4, \$100,000 for Stabilization Fund. The motion was seconded and all were in favor.
- A motion was made to recommend Article #5, \$50,000 for OPEB Liability/Pension Reserve Fund. The motion was seconded and all were in favor.
- A motion was made to recommend Article #7 (*Prior Years bills*). The motion was

- seconded and all were in favor.
- A motion was made to transfer (\$10,000) from Free Cash for Article #11 (*Relist-recollect personal property data*). The motion was seconded and all were in favor.
 - A motion was made to recommend Article #13 (*Turnback FY2014 ELCAT Capital Funds*). The motion was seconded and all were in favor.
 - A motion was made to recommend Article #14 (*Turnback FY2013 ELCAT Capital Funds*). The motion was seconded and all were in favor.
 - A motion was made to recommend Article #15 (*ELCAT Revolving Fund \$132,000*). The motion was seconded and all were in favor.
 - A motion was made to recommend Article #16 (*Center School Revolving Fund \$5,000*). The motion was seconded and all were in favor.
 - A motion was made to recommend Article #17 (*Solid Waste Revolving Fund \$50,000*). The motion was seconded and all were in favor.
 - A motion was made to recommend Article #18 (*COA Revolving Fund \$50,000*). The motion was seconded and all were in favor.
 - A motion was made to recommend Article #19 (*Library Revolving Fund \$15,000*). The motion was seconded and all were in favor.
 - A motion was made to not recommend Article #20 (*4th of July Parade*). The motion was seconded and all were in favor.
 - A motion was made to recommend Article #21 (*Comm. Pres. Fund annual revenue*). The motion was seconded and all were in favor.
 - A motion was made to recommend Article #22 (*Comm. Pres. Fund re-balancing*). The motion was seconded and all were in favor.
 - A motion was made to recommend Article #23 (*Comm. Pres. Digital Records Preservation*). The motion was seconded and all were in favor.
 - A motion was made to recommend Article #26 (*Adopt Meals Tax*). The motion was seconded. The vote was 5 in favor, 2 opposed.
 - A motion was made to recommend Article #27 (*Proposed changes to Senior Work Off Program*). The motion was seconded and all were in favor.
 - A motion was made to not recommend Article #28. The motion was seconded and all were in favor.

TOPIC / MATTER #4

Meeting Minutes – March 24, 2015

Summary of Matter Discussed :

- The Chairman received a correspondence from the Fire Chief about a reserve fund request of \$22,000 for fire department overtime based on his projections. The Town Accountant stated that she made a recommendation to the Board of Selectmen to use other surpluses from other departments to fund overtime and then use free cash for any remaining balances.
- A motion was made to accept the Meeting Minutes of March 24, 2015. The motion was seconded and all were in favor.

Documents or Exhibits for this Matter:

- Appropriations Committee Meeting Minutes – March 24, 2015

Votes Taken Under this Matter :

- A motion was made to accept the Meeting Minutes of March 24, 2015. The motion was seconded and all were in favor.

8:33 PM: Motion to Adjourn

Next Meeting: April 7, 2015 – 6:30PM – Council on Aging – Conference Room

MEETING FOLLOW UP:
Get Clarification of Elected Officials Health Insurance Warrant Article
PRIOR MEETING NOTES:
Note: Set date for Auditor's budget forum
Committee Goals :
Health Insurance Plan Designs
Health Insurance for part-time Elected Officials
Meal Tax generation
Professional Development Class
Increase OPEB Appropriation
Establish a Capital Planning Budget